



## Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Health Standards and Licensure

Division: Division of Regulation and Licensure

Sub-Section: Bureau of Ambulatory Care

<b>TITLE:</b> Ambulatory Surgical Center Certification		<b>CUTOFF:</b> Close of facility	
<b>DESCRIPTION:</b> Records used to federally certify an ambulatory surgical center, and include, but are not limited to a Form 855 application packet, 377 Form, 370 Form, 1561 Form and a 690 Form.		<b>RETENTION:</b> Years: 10 Months: Days:	
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES:</b> 23822	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	11/13/2013
<b>TITLE:</b> Ambulatory Surgical Center Licensure		<b>CUTOFF:</b> Close of facility	
<b>DESCRIPTION:</b> Records used to provide a state license to an ambulatory surgical center. Records include, but are not limited to variance file, application, license, letters, accreditation reports, organizational charts, change of information documents, notification of administrator, and change of ownership. Centers are licensed at least once every three years.		<b>RETENTION:</b> Years: 10 Months: 0 Days: 0	
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES:</b> 7694	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	11/13/2013
<b>TITLE:</b> Ambulatory Surgical Center Survey		<b>CUTOFF:</b> Completion of survey	
<b>DESCRIPTION:</b> Records include, but are not limited to statements of deficiencies, plans of correction, crucial data sheets, Form 377's, and related correspondence. Information is used to determine a center's compliance.		<b>RETENTION:</b> Years: 15 Months: Days:	
<b>NOTES:</b>		<b>DISPOSITION ACTION:</b> Destroy	
<b>SERIES:</b> 23823	<b>SERIES STATUS:</b> Approved	<b>APPROVAL DATE:</b>	11/13/2013



## Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Health Standards and Licensure

Division: Division of Regulation and Licensure

Sub-Section: Bureau of Ambulatory Care

**TITLE:** Ambulatory Surgical Center Survey Working Documents

**CUTOFF:** Completion of survey

**DESCRIPTION:** Records include, but are not limited to survey notes, investigation notes, facility documentation and other supporting documentation used to determine a center's compliance. These papers lead to the creation of a report and any official statements.

**RETENTION:** Years: 15 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23824

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013

**TITLE:** Mammography Authorization

**CUTOFF:** Completion of authorization

**DESCRIPTION:** Records used to authorize a mammography machine. Records include applications, data sheets, supporting documents and payment receipts submitted to the Bureau of Ambulatory Care. Records kept per 192.766 RSMo .

**RETENTION:** Years: 5 Months: Days:

**NOTES:** Machines are authorized annually.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23820

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013

**TITLE:** Mammography Machine Survey

**CUTOFF:** Completion of survey

**DESCRIPTION:** Records include surveys, investigation notes, and facility documentation. Records are used to determine compliance with 19 CSR 30.11.

**RETENTION:** Years: 3 Months: Days:

**NOTES:** Machines are surveyed annually.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23819

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013



## Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Health Standards and Licensure

Division: Division of Regulation and Licensure

Sub-Section: Bureau of Ambulatory Care

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**TITLE:** Portable X-ray Certification

**CUTOFF:** Cutoff: Close of facility

**DESCRIPTION:** Records include a Form 855 application packet, Form 1880-application for certification and Form 1882-survey report. Records are used to certify all portable X-ray machines in Missouri.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7672

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/13/2013

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**TITLE:** Portable X-ray Survey

**CUTOFF:** Completion of survey

**DESCRIPTION:** Records include Form 1880-application for certification, form 1882-survey report, statement of deficiencies and the official plan of correction. Information is used to determine a machine's compliance.

**RETENTION:** Years: 15 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7658

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/13/2013

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**TITLE:** Portable X-ray Survey Supporting Documents

**CUTOFF:** Completion of survey

**DESCRIPTION:** Records include survey notes, investigation notes, facility documentation and other supporting documentation used to determine compliance. These papers lead to the creation of a report and any official statements.

**RETENTION:** Years: 15 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23821

**SERIES STATUS:** Approved

**APPROVAL DATE:** 11/13/2013

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## Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Section for Health Standards and Licensure

Division: Division of Regulation and Licensure

Sub-Section: Bureau of Ambulatory Care

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**TITLE:** Radiation Machine Registrations

**CUTOFF:** Completion of registration

**DESCRIPTION:** Records are used for the registration and temporary registration of all radiation machines. Records include the registration packet, which includes information detailing the structure and operation instructions for the machine, submitted by the owners of the radiation machine.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** Registrations are renewed every two years.

**DISPOSITION ACTION:** Destroy

**SERIES:** 7655

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013

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**TITLE:** Radiation Machine Survey

**CUTOFF:** Completion of survey

**DESCRIPTION:** Information used to determine a radiation machine's compliance with CFR 42.405. Records include, but are not limited to surveys, inspections, investigation notes, facility documentation and any possible deficiencies.

**RETENTION:** Years: 15 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 7656

**SERIES STATUS:** Approved

**APPROVAL DATE:**

11/13/2013

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